

How to Change your 401(k) Contributions

Login to PeopleSoft HR* and go to: Employee Self Service, Benefits, Enroll in or Update My 401(k).

To change your 401(k) salary reduction percent, enter your new salary reduction percentage for the 401(k) Plan. If applicable, you will see a Catch-up Contributions (age 50 or over this year) section where you may elect or cease your catch-up election.

To stop your 401(k) contributions, go to the Terminate Enrollment section and click the I elect button.

After you have entered your changes, click on the Submit button at the bottom of the screen. A pop up screen will ask you to confirm that you want to update your Salary Reduction Agreement and click Yes.

After you click Yes, a Validate User screen will appear and ask you to enter in the last 4 digits of your social security number, then click the Submit button.

A submit confirmation screen will validate that your submission of enrollment was successful. The message will reflect the Total Reduction Percent you have elected and prompt you to click OK.

Note: If you do not have access to a computer or are unable to enroll online, please visit the Benefits Office in Bldg. 400 or call ext. 7516 and a Benefits Office representative will assist you.

*If you do not have a login ID and/or password for the PeopleSoft HR, contact the ITD Helpdesk at ext. 5522.